

Maze 9 - Development Office Component

Managing the School Community, Donors and Fundraising

Developing relationships with the wider school community and donors is central to maintaining a long term connection with your alumni and building philanthropic support through fundraising efforts. Regular contacts that convey the importance of your mission and incite commitment keep the donations coming in.

The Development Office component simplifies the mechanics of the process offering functionality to manage school associations, maintain donor details, pledges, appeals and events and manage communication with association members, donors and event attendees.

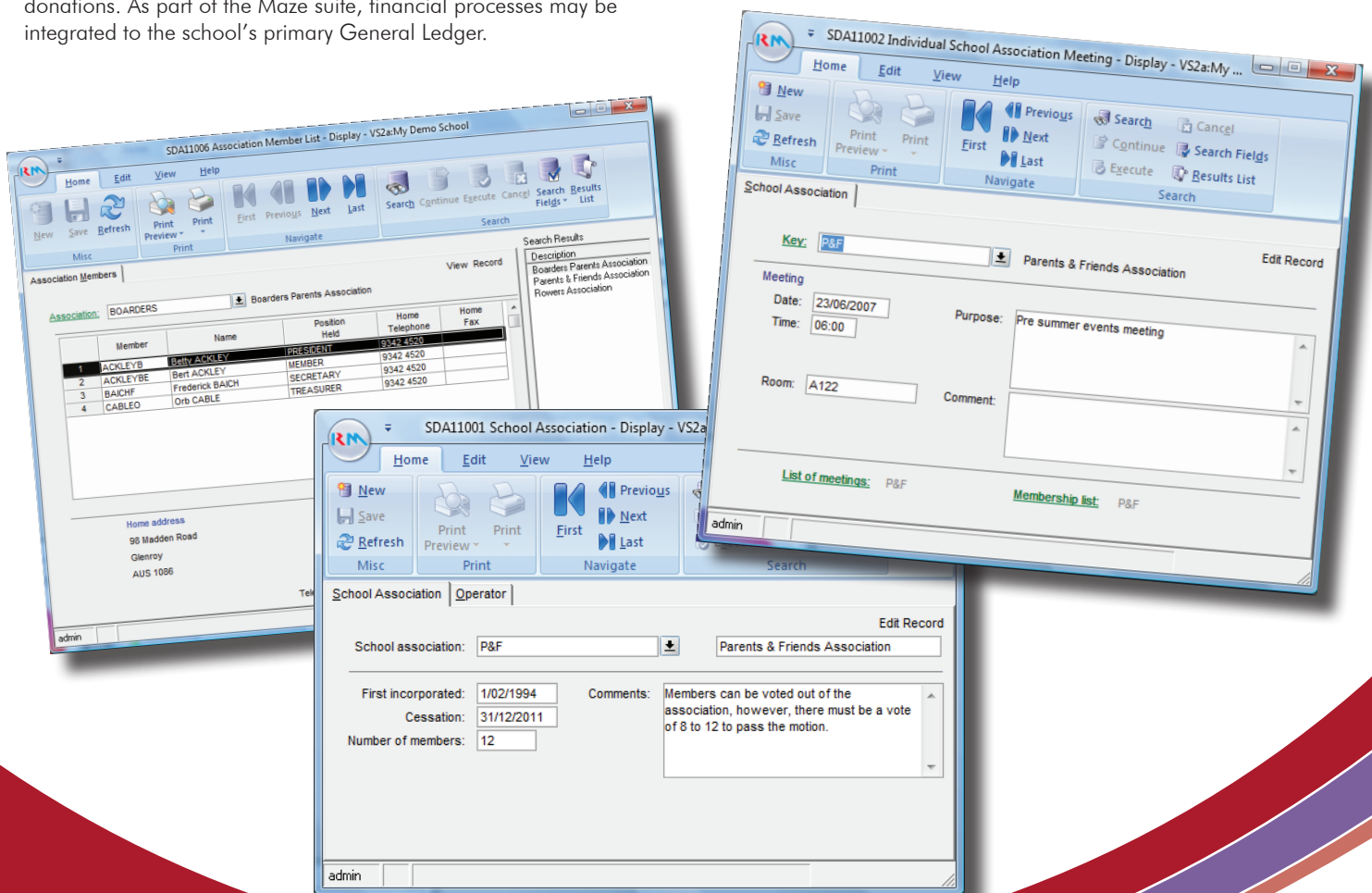
The Development Office component is fully integrated to the Maze School Management suite and schools find that using this component enables them to more effectively communicate and connect with community members resulting in increased involvement and donations. As part of the Maze suite, financial processes may be integrated to the school's primary General Ledger.

School Associations

School Associations deals with any group that may have an involvement in the school such as the School Board, Parents and Friends Association or Fundraising Committees. The School Associations functionality keeps a record of these different groups, as well as maintaining the members of the groups, their position and their attendance at meetings.

Key Features

- Records associations with their members and their positions.
- Members can be linked to multiple associations.
- Schedules meetings for associations.
- Tracks meeting details and attendance.
- Provides reports for association members and meeting attendance.



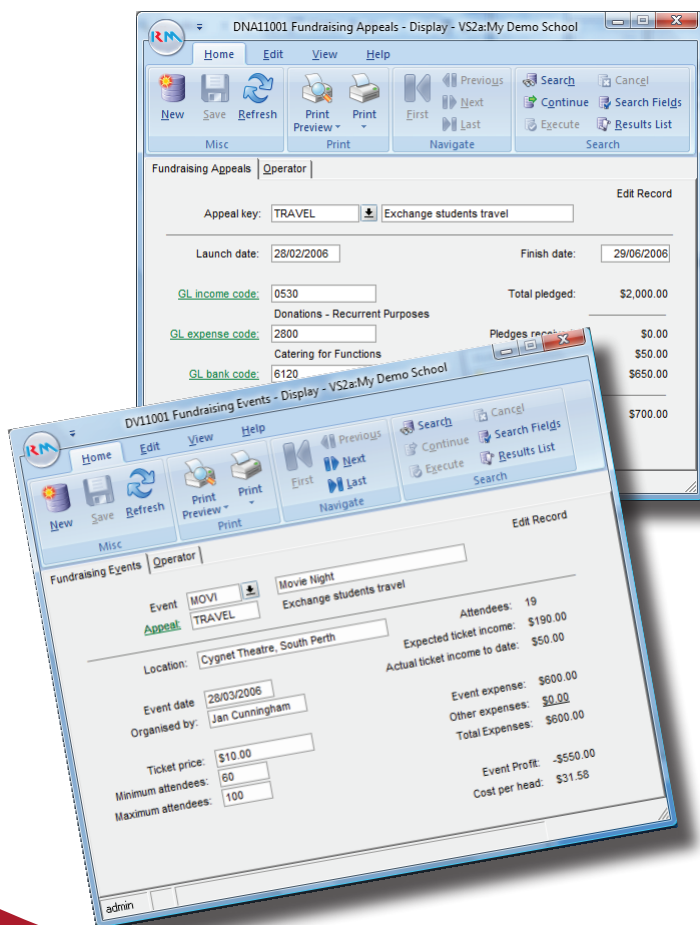
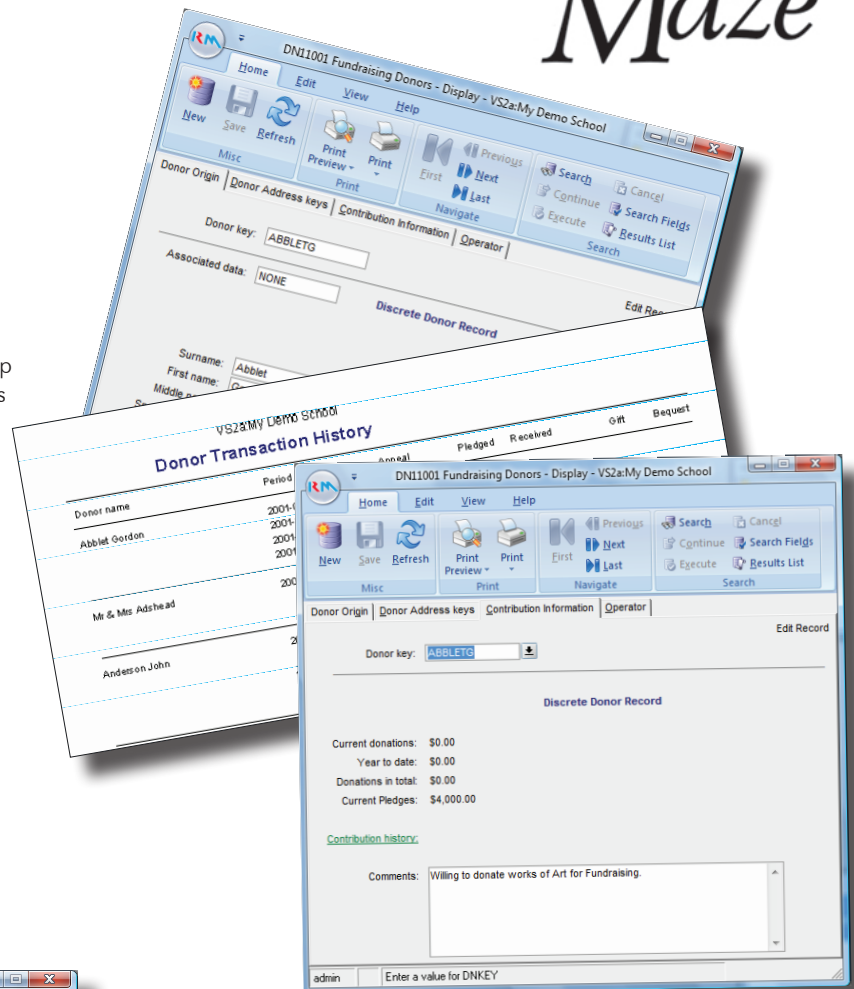
Donors

The Maze Development Office Donors database enables schools to search, identify and maintain a long term connection with alumni in order to build support through fundraising, bequest and reunion involvement.

All donor information, history and notes about a person is in one place, which is easily accessed. In addition, you keep track of which mailings the donor has received, what events she attended, why he gives to your school, and lots more. In addition, the easy to maintain donors database allows schools to do such things as create invitations to events, keep a history of pledges, donations or event acceptances.

Key Features

- Record, view and maintain detailed donor information.
- Associate donors to students or staff.
- Associate donors to appeals and events.
- Record financial information about the donor.
- Create Mail labels for selected donors.
- Handle financial transactions for; pledges, one-off gifts, event attendance, appeals and bequests.



Fundraising and Events

Maze Development Office functions will increase your productivity by assisting your school to manage and track fundraising efforts and events. Reports that track each fundraising activity will provide your school with the information you need to make improvements and plan for the future.

Key Features

- Create appeals for fundraising activities.
- Link appeals to Maze Financials.
- Record fundraising events logistics and details.
- Link actual and potential donors to an event.
- Record event attendance; record their acceptance and any ticket sales.
- Record event acceptances and any ticket sales.
- Produce statistics on how many donors attend events.
- Provide a history for an individual donor and to see how many events they attend.
- Create 'Thankyou' letters for donations and event attendances.
- Track the financial position of the event;
 - Receipt when money is received from Donors and attendees to attend an event.
 - Record any payments for event related expenses.
 - Calculate and report income and overall event profit.